

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark A. Kutney, AICP, Development Services Director

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A resolution of the Town of Davie, Florida, accepting the bid for Office Furniture for the Development Services Department, State of Florida Bid #425-001-01-1.

REPORT IN BRIEF: During the FY00-01 budget deliberation the Town Council approved additional staffing positions for the Development Services Department. The approved positions required additional office space and various relocations occurred throughout the Town Hall to effectively accommodate these positions . As a result, additional office furniture was also required to provide these employees with functional work accommodations.

Furniture comes in many different types, styles and varying grades of quality. Accordingly, the only way to award a furniture contract is by multiple award based on a discount off catalog price. Since the State of Florida contract generates huge quantities, the Town would not be able to match the discounts available on State contract if we were to competitively bid this purchase.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT: Yes

Total Cost of entire Furniture increase of \$ 15,750.30

Account Name: 1999 Bonds Capital Improvement Program Account

RECOMMENDATION(S): Motion to approve resolution

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

<u>ACCOUNT NUMBER.</u>	<u>BUDGET ITEM & DESCRIPTION</u>	<u>APPROXIMATE COST</u>
030-0199-512-6950	Office Furniture & Equipment	\$ 15,750.30

METHOD OF PROCUREMENT (check the one that applies)

☐ Open Competitive Bidding
☒ Piggyback on Contract Number; State of Florida Contract # 425-001-01-1
☐ Sole Source

CHECKLIST, SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed _____
Department Head

Have Funds been Reserved 23573, 23629, 23633
23634, 23671, 23672

Date _____ Signed _____

Signed _____
Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
HON Office Furniture c/o Designer Services Bureau		\$15,750.30

Signed _____
Procurement Manager

<u>I</u>	<u>OWN ADMINISTRATOR'S RECOMMENDATION</u>
<u>Vendor</u>	<u>Cost</u>
HON Office Furniture c/o Designer Services Bureau	\$15,750.30

Signed _____
Town Administrator

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE
BID FOR OFFICE FURNITURE FOR THE DEVELOPMENT SERVICES
DEPARTMENT, STATE OF FLORIDA BID 425-001-01-1.

WHEREAS, the Town is in need of additional furniture for recently hired staff in
the Development Services Department; and

WHEREAS, the funds to cover this expenditure was previously approved by Town
Council; and

WHEREAS, the State of Florida has solicited sealed bids for such equipment; and

WHEREAS, after review, the Town Council wishes to accept the bids awarded by the
State of Florida to Hon Office Furniture c/o Designer Services Bureau.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN
OF DAVIE, FLORIDA:

SECTION 1. The award made by the State of Florida to Hon Office Furniture c/o
Designer Services Bureau in the amount of \$15,750.30, is hereby accepted by the Town
Council.

SECTION 2. The Town Council hereby authorizes the expenditure from the
appropriate 1999 Bonds Capital Improvement Program Account.

SECTION 3. This resolution shall take effect immediately upon its passage and
adoption.

PASSED AND ADOPTED ____ DAY OF _____, 2001

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK